

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Division of Teaching and Learning Programs and Services
Bureau of Health and Nutrition Services and Child/Family/School Partnerships
25 Industrial Park Road
Middletown, Connecticut 06457-1543

OPERATIONAL MEMORANDUM

TO: Child and Adult Care Food Program (CACFP)
Adult Day Center Sponsors

FROM: Maureen B. Staggenborg, Director
Child Nutrition Programs

DATE: June 14, 2004

SUBJECT: **Operational Memorandum #15A-04 CACFP Updates:**

1. Public Release **2004-2005**
2. Income Eligibility Application **2004-2005**
3. Household Letter **2004-2005**
4. Income Guidelines **July 1, 2004 through June 30, 2005**

1. Public Release 2004-2005

Institutions are required to annually issue a press release that includes their nondiscrimination policy and intention to operate the Child and Adult Care Food Program. The sample public release for **2004-2005** is enclosed for use as a guide for the development of an individual press release for each CACFP institution. Develop and submit a press release for your institution and include a copy as part of your renewal application. **There is no requirement that institutions pay the media to print or broadcast this release.**

2. Income Eligibility Application 2004-2005

In accordance with program regulations, new income eligibility applications for the Child and Adult Care Food Program (CACFP) must be collected from households every 12 months. The enclosed original two-page application form is to be used to make copies for the program. It may be copied back to back and the original should be retained to make future readable copies.

3. Household Letter 2004-2005

The sample Household Letter for adult centers has an attachment with reduced price meal income guidelines for 2004 – 2005. The Letter must be distributed to households with the income eligibility application. The two- page format allows the form to be used from year to year with only the attachment updated annually. Eligibility determinations made prior to July 1, 2004 must be made using the guidelines in effect at the time the eligibility determination is made.

4. Income Guidelines July 1, 2004 through June 30, 2005

The guidelines effective July 1, 2004 to June 30, 2005 are enclosed. These are for use by sponsors only to determine income eligibility categories and are not to be distributed to households.

Questions regarding this memorandum may be directed to Susan Boyle at (860) 807-2074, Benedict Onye at (860) 807-2080 or Celia Cordera at (860) 807-2076.

Many of the standard CACFP forms and Operational Memorandums are available on the State of Connecticut Department of Education Website at <http://www.state.ct.us/sde/deps/nutrition/index.htm> (click on "Child and Adult Care Food Program").